

State of Rhode Island  
Department of Administration  
OFFICE OF ACCOUNTS AND CONTROL

<b>SECTION</b>	<b>POLICY/PROCEDURE NUMBER</b> <b>P-5</b>
<b>SUBSECTION</b>	<b>EFFECTIVE DATE / PAGE NUMBER</b> <b>September 30, 2014 / 1 of 2</b>
<b>POLICY / PROCEDURE</b> <b>Direct Deposit</b>	<b>AMENDMENT / REVISION</b>

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**BACKGROUND**

Section 35-6-1 of the Rhode Island General Laws: The state controller is hereby authorized and directed to implement a direct deposit payroll system for state employees. Employees hired after September 30, 2014 shall participate in the direct deposit system. At the time the employee is hired, the employee shall identify a financial institution that will serve as a personal depository agent for the employee. No later than June 30, 2016, each employee hired before September 30, 2014 who is not a participant in the direct deposit system, shall identify a financial institution that will serve as a personal deposit agent for the employee. The controller shall promulgate rules and regulations as necessary for implementation and administration of the direct deposit system.

**POLICY**

**I. Employees Hired After September 30, 2014**

Any employee hired after September 30, 2014 will require a completed direct deposit authorization form to be included with the new hire paperwork delivered to Accounts & Control Central Payroll. If the direct deposit authorization form is not included, the employee will not be added and the paperwork will be returned to the agency. Once enrolled, an employee may not cancel direct deposit instructions and revert to check payments. Employees may change their direct deposit instructions at any time but are restricted to a total of three (3) changes per calendar year.

**II. Employees Hired Before September 30, 2014**

Any employee hired before September 30, 2014 must have a completed direct deposit authorization form submitted to Accounts & Control Central Payroll no later than June 30, 2016. Once enrolled, an employee may not cancel direct deposit instructions and revert to check payments. Employees may change their direct deposit instructions at any time but are restricted to a total of three (3) changes per calendar year.

**III. Seasonal Employees Hired for Less than Three (3) Pay Periods**

Any employee hired for a period of time to be less than a total of three (3) pay periods will be exempt from this requirement.

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**IV. Rejected Banking Information**

Any employee who submits personal banking information that is rejected by the bank for any reason has a total of two (2) weeks from day of notice to update the payroll office. If this information is not updated within the two (2) week allowance, future payments may be held for lack of adequate banking information.